

# Recording PowerPoint Presentations with Audio

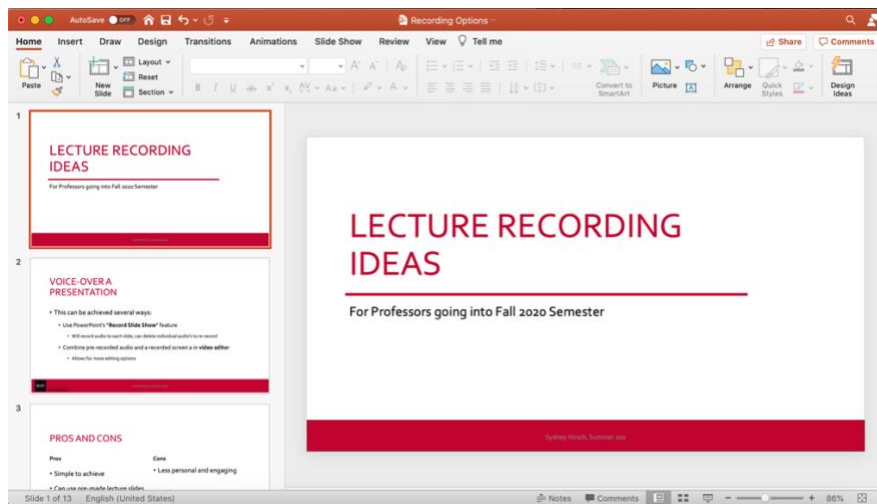
By Engineering IT  
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## Voice Over in PowerPoint

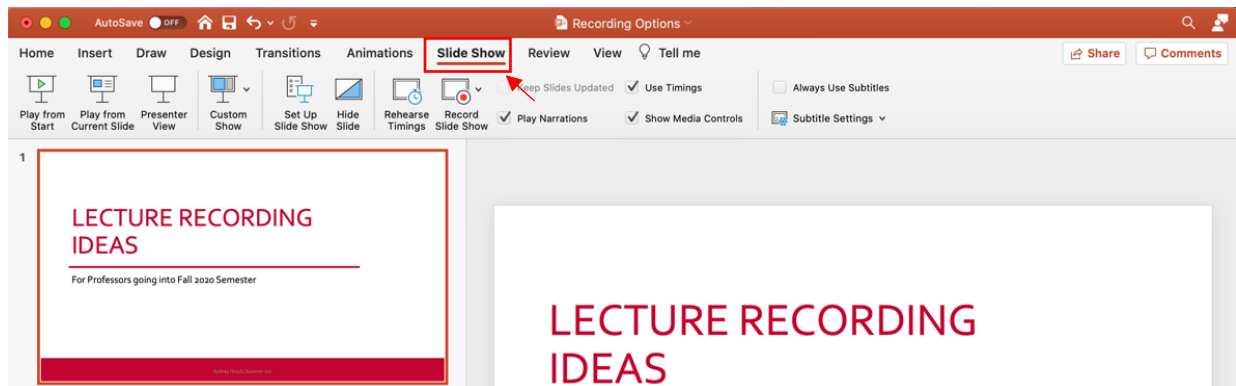
Adding a voice over in PowerPoint is fairly straightforward with minimal preparation. Pre-existing slide decks can be used, and the recording can easily be updated in the case of a mistake. Audio recordings can be done either by recording individual clips on each slide, or by running through the full presentation; PowerPoint will divide the recording based on when you switch slides.

## Recording a Full Presentation

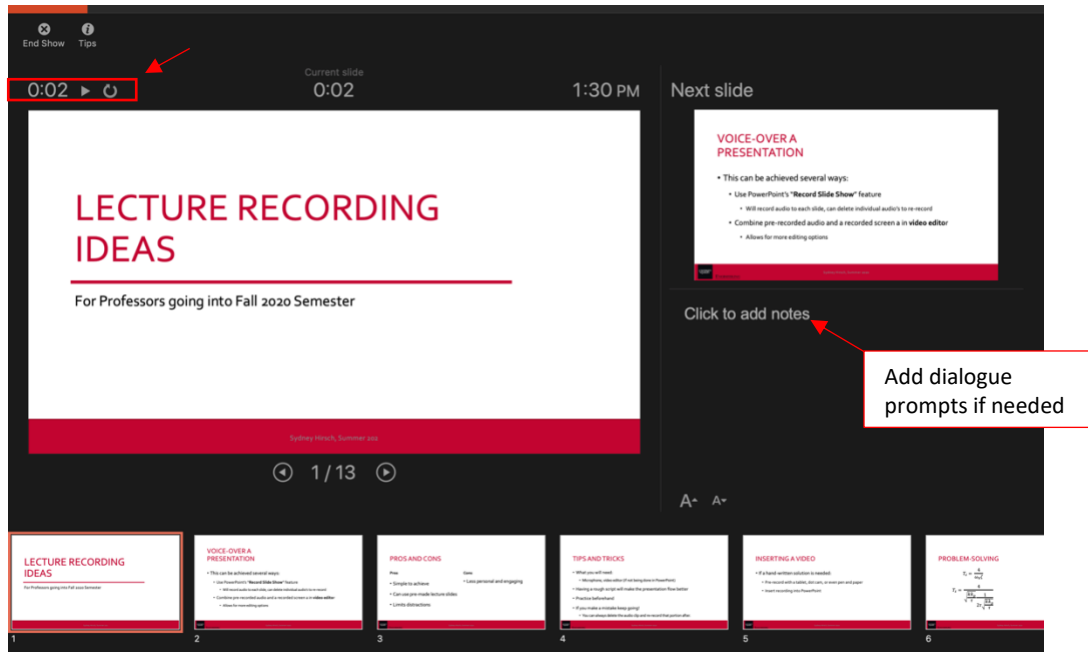
1. Open the presentation on PowerPoint on your device. Make sure you have your external microphone set up and ready to record.



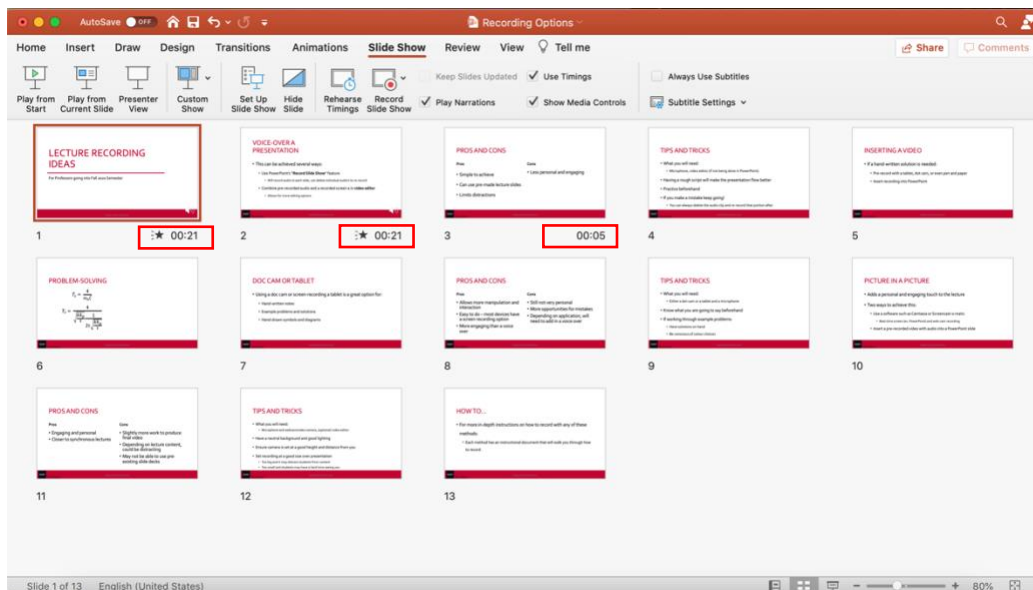
2. On the "Slide Show" tab, select "Record Slide Show."



- Run through your lecture as you normally would in a classroom. You can pause or redo a slide as needed using the control buttons (top left). Pressing the rewind button will not delete previous slides recordings, only the current slides audio.

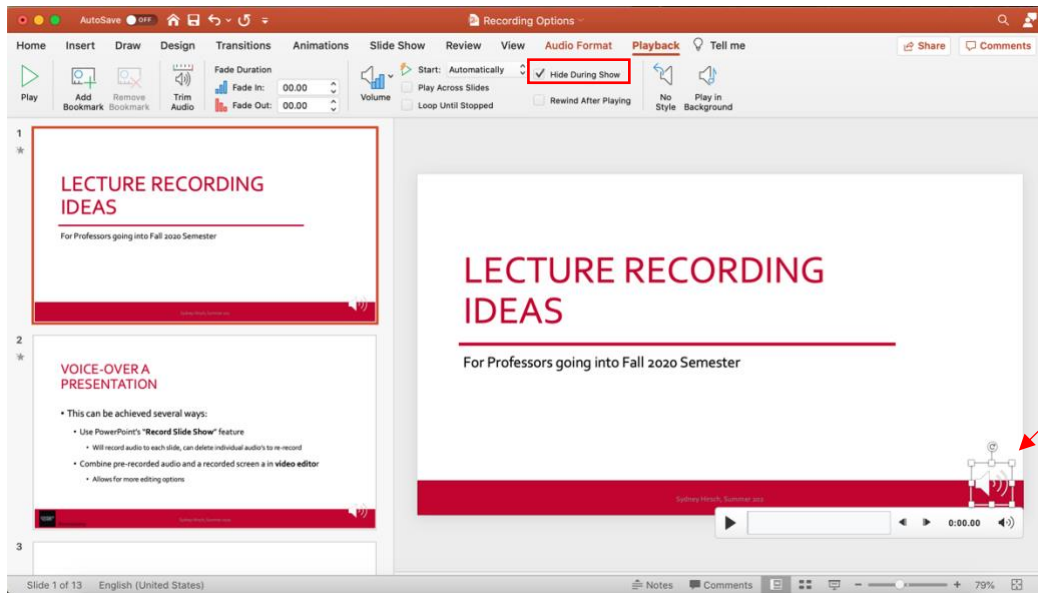


- When you are done recording, click “End Show” (top left). PowerPoint will display the full slide deck with the total audio time for each.

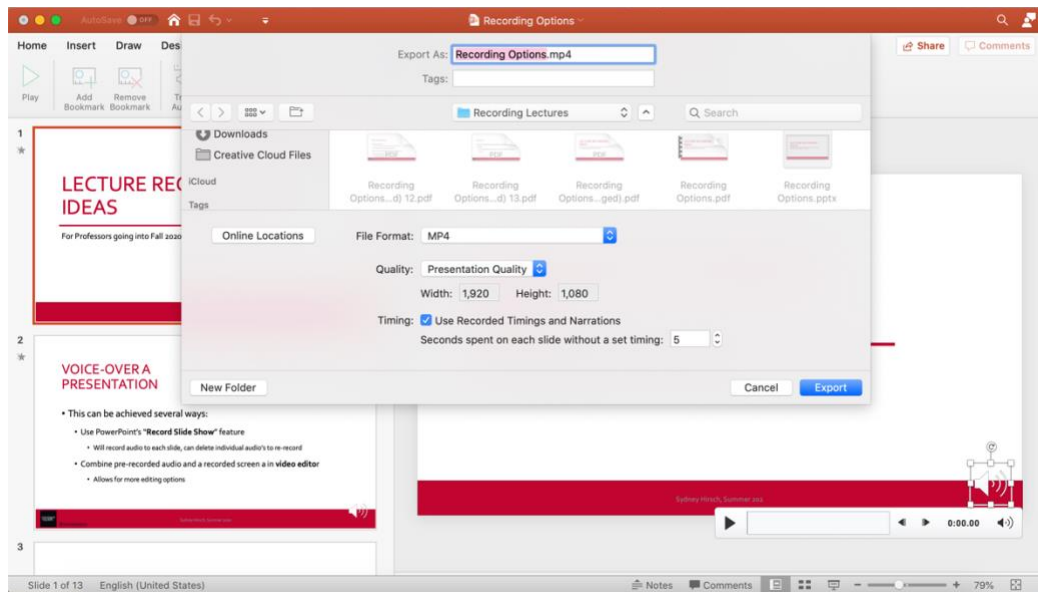


- Double click any slide and you will be returned to the normal slide layout. In the bottom right corner of each slide will be an audio icon, which lets you playback and mute your

recordings. On the “Playback” tab, make sure to select “Hide During Show” so this video icon will not be seen in the final video.

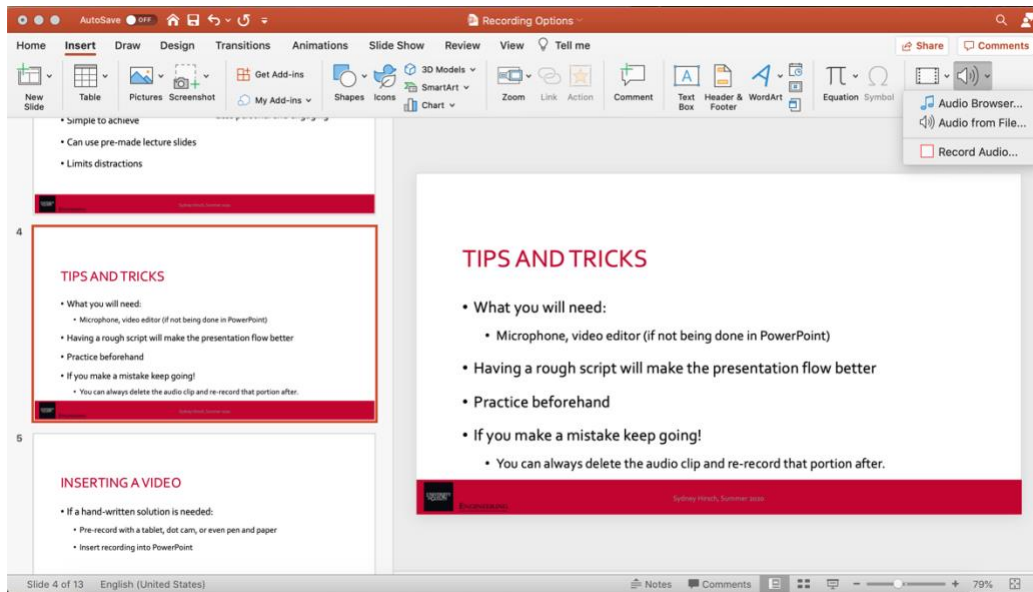


6. To export the presentation to a video file, select “File” then “Export.” In the pop-up menu, change the file format to MP4, making sure “Use Recorded Timings and Narrations” is selected, rename your file and select the folder, then click “Export.”

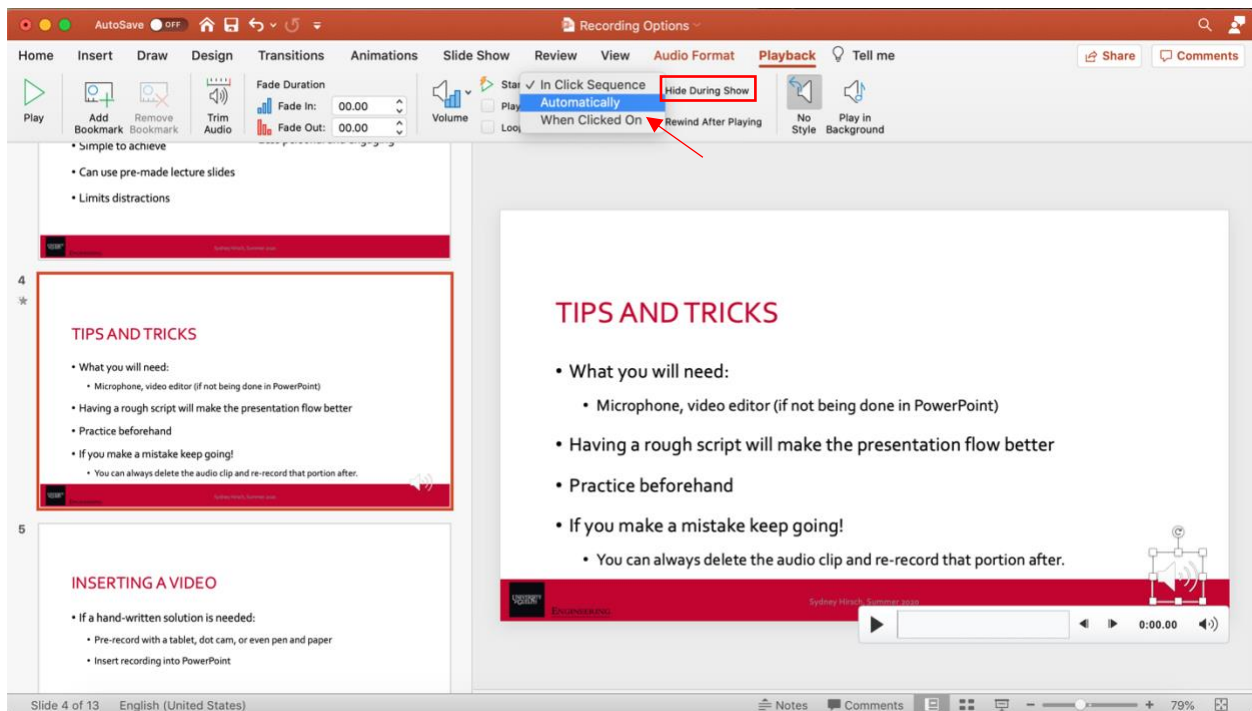


## Re-Recording or Adding Audio to Only One Slide

1. On the “Insert” tab, select “Audio” and choose from a local file or record new audio. If replacing old audio, make sure to delete the old recording (by selecting the icon and pressing the delete key) prior to re-recording.



2. When you are done recording, select “Insert”: a new audio icon will appear. You can click and drag the icon to re-position it on the slide. Make sure to go select “Hide During Show” on the “Playback” tab, and change “Start” to “Automatically” so the audio will begin playing without a mouse or keyboard command.



## Export the Narrated Presentation to an MP4

1. Go to File and select Export. Change the file format to MP4 and make sure the Timing: Use Recorded Timings and Narrations box is checked. This will change the slides based on the duration of narration associated with each. Name the file, choose the folder to save it under, and select “Export.”

